



DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
JOINT FORCE HEADQUARTERS, MAINE NATIONAL GUARD
33 STATE HOUSE STATION
AUGUSTA, ME 04333-0033

5 December 2014

ANG ACTIVE DUTY GUARD/RESERVE AGR TOUR ANNOUNCEMENT #14-144

Nationwide

POSITION: Base Services Specialist

LOCATION: 101st Force Support Squadron, Bangor, Maine

GRADE: E7 - E8

SALARY: Full military pay and allowances, depending upon military grade and longevity of the applicant selected

CLOSING DATE: 2 January 2015

AREA OF CONSIDERATION: This position is open to all enlisted members (AGRs, Technicians and Traditional guard members) of the Maine Air National Guard, E6 through E7, who are qualified in AFSC 3M071. This position is also open to enlisted members who are able to become members of the Maine Air National Guard who are currently qualified in AFSC 3M071.

MILITARY ASSIGNMENT: 101st Force Support Squadron, Bangor, Maine

ELIGIBILITY REQUIREMENT: AGR applicants will:

- a. Have served at least 12 months in their current assignments unless TAG waives this requirement.

Non-AGR applicants, at the time of entry into the AGR program, will:

- b. Meet the Weight/Body Fat Measurement (BFM) standards IAW ANGI 10-248 dated 9 April 2004.
- c. Meet the physical qualifications outlined in Air Force Instructions (AFI) 48-123. Medical exam must be within 36 months of entry into AGR program. AF Form 895 must be completed if the medical exam is more than 12 months old.
- d. Have an HIV test completed within six months of the AGR tour start date in accordance with ANGI 36-101.
- e. Be able to complete 20 years of AD/AGR service before attaining age 60, **OR** sign a statement indicating that they know they will not accrue enough active service for a regular retirement.
- f. Not be eligible for or be receiving an Immediate Federal Retirement Annuity (Military or Civilian).
- g. Not have been previously separated for cause from active duty or previous AGR tour.
- h. Also meet criteria listed in Area of Consideration above.

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LENGTH OF TOUR: Extension beyond their current tour is contingent upon recommendation by their supervisor and final approval by the Adjutant General.

HOW TO APPLY:

a. MeSPM Form 35-03 (Application for ANG Full-Time Military Duty Assignment). *Email applications are preferred.* The forms and job announcements may be found on the MENG web site at <http://www.me.ngb.army.mil/DHR/ANNOUNCEMENTS/DEFAULT.htm> under the "Jobs" link. Select the "AGR" link to get a blank AGR application form.

b. Current Report of Individual Person (RIP)

c. Current Resume

d. Most recent Report of Individual Fitness

-Please submit your application one of the following three ways:

1) Via Email to: ng.me.mearng.list.hro-agr-br@mail.mil. You will receive an email acknowledgement.

All applications sent via Email must be sent as a full application in one attachment.

2) Via a non-government fax to HRO-AGR Office at 207-626-4246 or

3) Deliver in person or send by U.S. Mail to:

Department of Defense, Veterans & Emergency Management
ATTN: MENG- HRO-AGR
Camp Keyes, Augusta, ME 04333-0033

****NOT LATER THAN THE CLOSING DATE****

Incomplete applications or applications received after the closing date will NOT be considered. The use of government property, such as envelopes, postage or facsimile machines, to submit applications is prohibited. MENG-HRO-AGR may receive facsimiles sent from non-government facsimile machines. Email or the inter-office distribution system may be used (where no expense is incurred by the government). Be accurate and thorough on the MeSPM Form 35-03 as this is used to determine your qualifications.

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IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE THEIR APPLICATION IS
COMPLETE.

DUTIES AND RESPONSIBILITIES: See Attached

APPOINTMENT: These positions will be filled by qualified applicants as soon as possible. The Adjutant General retains exclusive appointment authority of AGR personnel. No commitment will be made to any applicant prior to review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors/Commanders, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during the announcement period due to school, illness etc., should be notified.

FOR THE HUMAN RESOURCES OFFICER:

////////SIGNED////////
CHRISTOPHER A. MERRILL
CW4, MEARNG
AGR Manager

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a. INTRODUCTION:

This position is located at an Air National Guard Flying Wing, Mission Support Group, within the Force Support Squadron. The primary purpose of the position is to evaluate, plan, organize, and direct Base Services functions in support of federal, state, and local missions. The incumbent serves as supervisor and primary point-of-contact for Services-related programs, missions, functions, activities, and events for the wing and its assigned Geographically Separated Units (GSU).

b. DUTIES AND RESPONSIBILITIES:

(1) Ensures Services combat readiness is achieved through the analysis, supervision, development, and implementation of Base Services programs, missions, functions, activities, and events. Performs evaluation of unit manning document (UMD) and flight force structure to ensure personnel resources are identified, recruited, filled, retained, and employed. Analyzes designed operational capability (DOC) statements, status of skill-level and ancillary training for assigned personnel and availability and condition of required equipment. Provides recommendations to senior staff for submission and up channeling of readiness reports. Develops, accomplishes, and submits critical program reviews and status reports via chain-of-command and readiness reporting systems in accordance with National Guard Bureau (NGB) and Joint Chiefs of Staff (JCS) combat requirements. Researches, verifies, and implements MAJCOM initiatives to maintain consistency with Total Force requirements. Develops, publishes, and/or supervises accomplishment of tactical/strategic training plans and operating instructions to optimize readiness posture in changing combat environment.

(2) Serves as the primary point-of-contact for wing Services matters. Provides technical guidance and recommendations regarding program operations and effectiveness to squadron commander on a daily basis. Compiles, evaluates, and briefs readiness, training, and operations tempo information to include limiting factors. Accomplishes constructive and documented review of program deficiencies, coordinates or directs appropriate corrective actions and provides progress reports via the chain-of-command.

(3) Manages the base Subsistence and Food Services Programs. Plans requirements for unit training assemblies, annual training exercises, deployments, and humanitarian support missions. Orders, receives, inspects, and stores subsistence items. Reviews and approves subsistence requisitions, ensures accomplishment of required documentation, and compliance with USAF/ANG standards. Accomplishes walk-through inspection of food operations to include equipment operability, facility cleanliness, menu accuracy, plus fire, safety, and sanitation compliance.

(4) Prepares, manages, and maintains a comprehensive annual budget and related contracts for Services training, equipment, and supplies, as well as official travel within the Operations and Maintenance (O&M) and Military Personnel (MILPERS) appropriations. This includes specific program ownership, administration, and oversight of wing Subsistence and Contract Quarters funds. Manages Services unit supply program to ensure required stock or consumables are available. Reviews Table of

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Allowances (TAs) for required equipment and monitors Custodian Authorization – Custody Receipt Listing (CA/CRL) for accuracy and accountability. Identifies unfunded requirements to squadron commander. Coordinates purchase requests, statements of work, and bid solicitations with Contracting Office and maintains related program documentation, continuity binder, and operating instructions.

(5) Manages the base Lodging Program. Develops, publishes, and briefs lodging policies, guidelines, and requirements for wing and GSUs. Manages Blanket Purchase Agreements (BPA) with host base lodging and contract hotels for UTA/AT attendance, hosted conferences, and other unit-sponsored events.

(6) Reviews higher headquarters plans and taskings, determines impact on Services activities, and prepares related summaries for higher-level reviews. Coordinates acceptance (or reclama) of taskings with chain-of-command and higher headquarters. Manages and requests theater clearances, Military Personnel Appropriation (MPA) manday's, and special orders for activated and deployed personnel. Documents and provides lessons-learned documentation.

(7) Maintains the on-line Prime Readiness in Base Services (RIBS) Manager's guide to document program continuity. Formulates, drafts, publishes, updates, and employs plans, policies, and operating instructions for Prime RIBS administration to improve or sustain operational efficiency. Provides guidance and defines requirements for RIBS combat support during contingency operations and conventional regional conflicts in accordance with the War Mobilization Plan (WMP). Establishes and maintains the Prime RIBS Team Management Book and ensures recall plans, status reports, training schedules, deployment kits, etc. are relevant, complete, accurate, and up-to-date.

(8) Maintains close working relationship with, and provides liaison between, squadron commander, wing senior leadership, active duty host, NGB/A1S, and gaining MAJCOM for management of manpower, budget, training, deployment, and coordination of Base Services programs. Provides technical guidance to wing, GSUs, and host Services personnel concerning all Services programs and customer support. Manages and ensures effective accomplishment of all administrative functions for customer support activities.

(9) Plans, coordinates, monitors, and documents Services training activities for Unit Training Assemblies (UTAs) and annual training (AT) periods. Evaluates annual training exercises, UTAs, and other Services support requirements for potential amendment or revision to flight training programs.

(10) Manages the flight mobility program. Monitors, reviews, schedules, and oversees update of personnel readiness folders (PRF). Plans and programs unit deployments to include manpower, transportation, deployment dates, facilities, communications, equipment, vehicles, formal training quotas, and grade waivers. Determines capability of Services unit to meet requirements specified in plans and identifies Services limitations on equipment capabilities, personnel, etc. Coordinates with tasking activities to commit personnel and equipment. Coordinates procurement of critical items when shortages occur. Coordinates with host base Services, senior commander, gaining

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MAJCOM and NGB/A1S concerning formulation of policy and the Services-provided mission resources. Prepares and defends proposals for changes in Services unit type codes (UTC) and policy to squadron commander.

(11) Prepares and reviews annexes to operations, plans, and orders as they pertain to Services [e.g., Base Support Plans (BSPs), Joint Support Plans (JSPs), and Air Base Operability (ABO) plans]. Ensures all critical Services support is included in these plans and the RIBS team is either capable of meeting the tasked level of services (i.e., has adequate trained personnel, equipment, and supplies) and/or identifies limiting factors to the squadron commander.

(12) Develops directives, plans, and programs relative to Services of MAJCOM-gained resources. Implements Services plans, training, and programs throughout wing/GSUs and coordinates initiatives between higher echelons, lateral organizations, and host.

(13) Administers, monitors, and documents wing Private Organizations, Non-Appropriated Funds (NAF), and Unit Welfare Funds. Maintains files for Private Organizations and ensures financial statements, documents, records, and procedures comply with Air Force Instructions/Regulations. Briefs chain-of-command on program requirements, including definitions, types, roles and responsibilities, establishment, operation, and dissolution procedures. Ensures Private Organizations operate within guidelines set for by the installation commander. Provides financial data annually to MAJCOM and HQ AFSVA/SVFAF. Ensures maximum availability of Non-Appropriated Funds to the wing according to installation policies. Manages the Unit Welfare Funds (UWF) and ensures disbursements, accounting, and auditing procedures are accomplished in accordance with established policies. Provides guidance to commanders on appropriate use of funds. Maintains and inspects related operating instructions and program continuity binders.

(14) Manages the base Mortuary Affairs Program. Coordinates with higher headquarters on eligibility status of deceased Guard personnel. Establishes case files as appropriate. Coordinates military honors for eligible personnel. Manages, trains and equips base Fatality Search and Recovery team (FSRT). Briefs mortuary officer on status of remains to higher headquarters and senior base officials. At tenant locations, serves as the unit point of contact for necessary emergency/mortuary services.

(15) Provides direct technical and administrative supervision over the work of subordinate Air Technician/AGR personnel. Interviews and selects to fill vacancies. Orients new employee, explains job requirements, prepares employee performance standards. Provides technical advice, instructions, and answers to technical questions posed by subordinates. Provides training and cross training to ensure continuity of operations at all times. Plans work schedules on a weekly or project basis to assure an even flow and distribution of work. Reviews work in progress, upon completion, or on spot-check basis. Grants leave, rates employee performance, initiates action to commend or discipline subordinates and performs other administrative functions as required. Resolves complaints of employees. Contacts higher levels of supervision or other organizations, as appropriate, for information purposes.

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(16) Conducts surveys of wartime operating locations, combat readiness sites, and other deployment locations for Wing/GSU aviation or combat support deployments. Coordinates with project officers, participates in related site surveys, and ensures applicable exercise plans are accurate and readily available. Researches and obtains information about deployment sites, e.g., country location, customs, and people. Manages and ensures effective coordination, accomplishment, and sustainment of Services-related administrative functions at both home-station and deployed locations.

(17) Manages Services self-inspection program and ensures all inspection discrepancies are answered and corrective actions are accomplished and documented. Coordinates with squadron commander to assign responsibility and accountability for accomplishment of self-inspection checklists to include required research of applicable DOD, USAF, and ANG instructions, identification and location of substantiating documentation, and status reporting for potential actual non-compliant areas and programs.

(18) Manages the Home Community Care program. Locally markets the program to base personnel and communicates childcare availability on a regular basis. Reviews Home Community Care provider contracts and administers program within scope of contract. Develops criteria-based waiting list for reservation requests exceeding available childcare slots. Accepts reservations from members, compiles, and forwards reservations to contracted provider as appropriate. Provides confirmation of reservation or notification of waiting list placement to members as applicable. Fills available childcare slots based on cancellations with members from waiting list. Confirms childcare attendance and documents no-shows. Attends periodic site visits as required or requested by NGB/A1SR and in accordance with program guidelines. Tracks and scrutinizes utilization rates and provides recommendations on program to NGB/A1SR.

(19) Performs other duties as assigned.

c. FACTOR DISCUSSION:

Factor 1 - Knowledge Required by the Position:

-- Comprehensive knowledge of the full suite of Base Services programs including Prime Readiness in Base Services (RIBS), Subsistence and Food Services, Lodging, Mortuary Affairs, Private Organizations and Non-Appropriated Funds, Home Community Care, Dining Social Club, and Fitness Center management to evaluate, plan, and direct support for federal, state, and local missions. Knowledge must incorporate principles, concepts, and methodologies, which affect the integration of internal/external program support resources to accomplish assignments, and/or improve the effectiveness or efficiency of operations. Incumbent must use discretion to weigh the impact of variables such as cost, critical personnel qualifications, equipment availability, and other issues that influence the course of actions taken in resolving questions and issues, and in fulfilling commitments levied or proposed by higher authorities.

-- Knowledge of readiness reporting procedures, policies, and directives to ensure timely, relevant, and accurate delivery of required information to higher headquarters.

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-- Knowledge and skill in the use of web-based, integrated, or stand-alone computer programs and software applications to evaluate and report readiness information, draft and develop program documentation, initiate or approve special orders requests and requirements, brief and depict program operating characteristics, and ensure the effective deployment of tasked personnel.

-- Skill and ability to review, analyze, and assess previous exercises, contingencies, and precedents to sustain Services combat readiness and deliver relevant mission capabilities to the area of responsibility. Knowledge of pertinent laws, regulations, and policies, which affect the use of program and related resources to provide authoritative advice to senior staff and to facilitate mission/program accomplishment.

-- Ability to communicate clearly and concisely both orally and in writing. Knowledge and skill in using numerous and dissimilar on-line and off-line software in support of various assigned programs and to develop new work methods, structures, procedures for administering program services and support.

-- Knowledge and skill in applying analytical and evaluative techniques to identify, consider, and resolve program-related issues, challenges, or problems. Skill and ability to use statistical and forecasting methods to formulate program management policies, procedures, and continuity. Overall ability to examine divergent information and data and convert it to coherent instructions and checklists; strong knowledge of computer operations, software applications, and systems management.

-- Knowledge of management and organizational techniques, systems, and procedures to publish guidance, manuals, directives, and operating instructions for base level and field level Services operations.

-- Knowledge of financial management principles to manage fiscal resources and carry out resource management and contracting responsibilities. Knowledge of planning, programming, budgeting, and execution (PPBES) principles to prepare long-range (e.g., 5 years) and short-range financial estimates for program sustainment.

Factor 2 - Supervisory Controls:

The supervisor provides overall program objectives and scope of the work. The incumbent informs the supervisor of potentially controversial issues or unusual situations. Within a framework of priorities, resources, and overall mission and program objectives, the incumbent and supervisor develop a mutually acceptable performance plan that includes identification of the work to be done, the scope of the work, and deadlines for completion. Completed work, projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended results or objectives. Completed work is also reviewed critically outside the incumbent's immediate office by other staff, managers, and the chain-of-command whose programs and employees would be affected by implementation of the incumbent's plans and/or recommendations.

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Within the parameters of an approved performance plan, incumbent is responsible for planning, organizing, and documenting work, coordinating with other supervisors and functional areas, and for accomplishing or supervising accomplishment of all phases of related activity. This regularly involves the authoritative interpretation of instructions, regulations, and manuals, as well as the application of new directives, methods, or procedures issued by higher headquarters. Incumbent exercise substantially full responsibility to independently manage the operation of the Services unit and works with a significant degree of independence in planning, organizing and directing the activities of the unit. As the recognized authority in the analysis and evaluation of Services programs and issues, the incumbent is responsible for informing the supervisor of potentially controversial issues that could impact organizational continuity inside and outside the unit.

Factor 3 - Guidelines:

General and specific guidelines are available in the form of Air Force, MAJCOM, NGB and local directives. However, the incumbent is required to exercise judgment in determining the applicability of these guidelines to various work situations and mission requirements. The incumbent refines or develops more specific guidelines such as operating instructions and supplements to improve effectiveness and productivity in the administration of unit programs. The incumbent also provides Lessons Learned reports locally, to other ANG units, and higher headquarters for analysis and evaluation of trends and for potential modification of planning guidance for future ANG Services operations. The incumbent must also use discretion in the formulation of policy and procedures for mission requirements that have no precedent, or when related guidelines are scarce or ambiguous.

Factor 4 - Complexity:

Incumbent performs various duties requiring the application of similar, different, unrelated, or interrelated methods, practices, techniques, or criteria. The work involves compiling, analyzing, and summarizing information and data related to the development of recommendations and procedures that resolve problems and have a substantial impact on the effectiveness and efficiency of Services programs and support. Because of increased involvement of the 'total force' in deployments and contingencies in support of the unit mission, incumbent exercise a greater degree of managerial involvement in the management of personnel, equipment and training. Subjectivity is involved in analyzing the interactive roles of readiness and Services areas of support. Difficulty is encountered in measuring effectiveness and productivity due to the diverse nature of the various Services programs, the dissimilarity of related administrative processes, and the adaptation of unit capabilities to various mission requirements. Information about the mission may be conflicting or incomplete, cannot readily be obtained, or is otherwise difficult to interpret. Decisions regarding the methods to be used for solving problems require interpretation, value judgments, or originality in choosing the best course of action among program alternatives. Options, recommendations, and conclusions developed by the incumbent take into account uncertainties, data, and variables, which affect program performance.

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Factor 5 - Scope and Effect:

The Purpose of the work is to evaluate the productivity, effectiveness, and efficiency of Services programs, missions, and activities. Work requires expertise in the application of established and accepted techniques, but also includes the development and establishment of new criteria to gauge or predict the attainment of program or organizational goals and objectives.

Work contributes to productivity, effectiveness, and efficiency of Services operations, as well as to the quality of life for personnel at home station or deployed locations. Work generates correspondence and organization of administrative functions that govern allocation and distribution of personnel, supplies, and equipment, and other resources. Recommendations and findings have an impact on readiness activities across organizational lines and impacts decisions made and courses of action taken by other managers and supervisors. Work impacts the ability of other units in the wing, or at Geographically Separated Units (GSU), to deploy and effectively accomplish missions.

Factor 6 - Personal Contacts and
Factor 7 - Purpose of Contacts:

Personal contacts include NGB, MAJCOM, gaining command, government and civilian agencies, consultants, contractors, and business executives. Additional contacts include employees, supervisors, and managers within and outside of the wing to include counterparts at other units. Contacts are routinely initiated either by the incumbent or outside sources. Contacts are accomplished through telephone, in-person contacts, workshops and conferences, written or electronic communications.

Contacts are made in order to exchange information, make arrangements, resolve problems or conflicts, to discuss requirements and other instructions. Contacts are made for clarification of higher headquarters' guidance and directives; resolving funding problems/issues, training plans, problems of operational deficiency through requested or directed Staff Assistance Visits (SAV), and development of status reports and agreements.

Factor 8 - Physical Demands:

Work is primarily sedentary, although some physical effort or exertion may be required.

Factor 9 - Work Environment:

Work is typically performed in an office environment that is adequately lighted and climate controlled. Incumbent may be required to fly in military and/or commercial aircraft to perform temporary duty (TDY) assignments.

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d. OTHER SIGNIFICANT FACTS:

Incumbent may be required to prepare for and support the mission through the accomplishment of duties pertaining to military training, military readiness, force protection and other mission related assignments including, but not limited to, training of traditional Guard members, CWDE/NBC training, exercise participation (ORE/ORI/UCI/MEI/OCI/IG, etc.), mobility exercise participation, FSTA/ATSO exercise participation, SABC training, LOAC training, weapons qualification training, participation in military formations, and medical mobility processing within the guidelines of NGB/ARNG/ANG/State/TAG rules, regulations and laws. These tasks have no impact on the classification of this position and should NOT be addressed in any technician's performance standards.